



Welcome to INTELLA TALK. This newsletter provides information on the latest software products, updates, technical tips and related news for the benefit of TitleSoft's user community.

## PRODUCT SPOTLIGHT

### INTELLAclose NEW Rules-based Workflow

Have you ever received a call from a customer requesting you move up the closing date on their file and panic sets in when you realize you haven't yet cleared title? You thought you had plenty of time concentrating on files that were slated to close sooner, but now you're not so sure.

Good News. INTELLAclose has you covered with its new rules-based workflow system that keeps production on track by automatically applying user-defined (preset) rules and events to religiously manage file processing and ensure mission-critical deadlines are met with a simple click, or two of the mouse. In general, this new feature guides system users step-by-step through file preparation in a smooth, stress-free fashion to ensure all required tasks are completed by the required deadline.

Looking down from 10,000 feet – individual file events are summarized in the system's Scheduler so you know quickly what's due today, tomorrow, next week, etc. and who's responsible for performing the work. Further, the system easily reassigns events to others to account for typical workplace dynamics. Most importantly, you instantly know a file's status anytime in real-time from a single screen. While file events are not new to INTELLAclose, they have been enhanced to include conditions & rules-based logic to best manage processing. So, should you decide to assign someone to establish your preferred operational workflow in the new INTELLAclose update you have (or will receive shortly), the investment will be returned many times over in the form of the most precision-run operations to date.

Sounds good, but tell me more. Will the update really keep my production and files on track? Yes, it will as the following play-by-play will show.

#### Mortgage Payoff Program Example

Let's say you want to track the process of ordering and receiving mortgage payoffs. Further, you want payoffs ordered for files at least 20-days prior to closing dates and you are not concerned with ordering payoffs for files that don't yet have a closing date assigned.

In INTELLAclose we add a file event called "ORDER PAYOFFS" and tag its due-date to be "20-days prior to the file closing date". As this event is based off the closing date, it does not become a track-able event until a closing date is entered into the file. Once the closing date is entered, the event is assigned its due date (ex. 20-days prior to the file's closing date) and it becomes visible and may be tracked to completion by file, and globally in the scheduler system.

To enhance event management further, another new feature has been added to INTELLAclose. The ability to define specific "conditions" which apply to the file and are based on a particular selection, which thereafter auto-populates additional, specific file events to include their respective due dates and pre-established conditions when completing the event (ex. "order payoffs").

So you ask, what is a condition? File event conditions may be anything desired and are easily defined in INTELLAclose. In our example, INTELLAclose will prompt the user to select if there is an existing first mortgage, second mortgage, or both. Based upon the user's interactive selection(s) certain conditions shall apply – and additional file events related to the conditions will be added automatically, including the corresponding due dates for added events.

Still a tad confused? Let's say there's an existing first and second mortgage as conditions for clearing title. The processor completes the event and when completing the process is asked to choose the appropriate conditions which apply (ex. which mortgages exist for the file) in a pop-up window and upon choosing the conditions and completing the event – two new events are automatically added to the file: "First Mtg PO received" and "Second Mtg PO received", each added to the scheduler with a due date and thereafter shall reflect the additional PO events were completed.

The system provides flexibility to filter file events and due dates as desired to include by day, week, or month, or you may choose only to view the specific event that interests you. Therefore, for this example all first or second mortgage payoffs you're waiting on, and corresponding due dates for payoffs would be shown. You would therefore be able to accurately identify which payoffs are late and require follow-ups with the lender, etc.

#### Summary of conditional logic for example:

File Event = Order Payoffs

When ordering payoffs and completing this file event, conditions exist and INTELLAclose prompts user to select pre-established conditions that apply as follows:

Existing 1st? NO/YES > if YES auto-add event "First PO received" with due date.  
Existing 2nd? NO/YES > if YES auto-add event "Second PO received" with due date.  
If NO > No action required (no additional events added).

#### General Notes:

a. An event may have any number of pre-defined conditions with additional events set to auto-populate system, based upon the user's selections.

b. An event may be set to populate only when multiple, other events are completed first.

Say you have Event A, Event B and Event C, and you only want Event D added to your file upon the completion of Events A, B and C. Since we cannot be sure which events (A, B or C) will be completed first, second, or third, when the last of the required events are completed, Event D is automatically added as a new, track-able file event.

We hope this exciting new rules-based workflow program feature is of interest to your organization. Along those lines, keep an eye out for an upcoming Webinar announcement to learn more about setting-up your system so you may fully benefit from this new system richness.



## TECHNICAL GURU

### INTELLAescrow Reports

#### The Book to Bank Report

The Book to Bank Report is the single most important report that must be run after you finish bank reconciliation in INTELLAescrow. This report compares the data in INTELLAescrow to the actual money in your bank account. The report is divided into three sections.

- Computed Book Balance – this is the balance in INTELLAescrow.
- Bank Statement Balance – this is the balance in your bank account.
- Difference between Book Balance and Bank Balance – this is the difference in your data to the actual money in the account.

#### Computed Book Balance:

This area is important because it reports the "Prior Book Balance" of your system, which MUST match where you left off last month. To confirm this, compare the "Adjusted Statement Balance" number (found in the Bank Statement section) from the previous month's Book to Bank Report to the "Prior Book Balance" number on the current month. If the numbers do not match it indicates that a data item has been changed in a previous month and must be identified and fixed. This section also reports the totals of the items cleared in the current month.

#### Bank Statement Balance:

This section reports the status of your actual bank account. It totals outstanding items and computes the "Adjusted Statement Balance". This total is the number you will compare to your next's month's "Prior Book Balance".

#### Difference between Book Balance and Bank Balance:

This section reports any differences in the data and actual money. If there is a difference it indicates that a data item has been changed in the current month and must be identified and fixed.

In summary, your bank reconciliation is not complete until you confirm the data matches the money. If you need assistance in cleaning up your reports, please do not hesitate to contact TitleSoft Technical Support Services.



## NEWSWORTHY

### Complementary System Play

TitleSoft is always looking for ways to automate data flow to/from the INTELLAclose platform and other industry leading systems to include Loan Origination (LOS), Title Search, etc. for the benefit of our national install-base. Along those lines, we are in discussions with various organizations to further expand the offering. We would like to hear from you if you would benefit from automatically populating search records from RedVision's TitleVision system? It's our hope to have an interface in place in the near future.

### CFPA Update

I'm sure by now just about everyone has heard about the 1099-page Consumer Financial Protection Agency's proposed regulations for 2014 and beyond. Rest assured with TitleSoft your INTELLAclose software will meet any new, or amended regulatory requirements by any imposed government driven deadline(s). As the process is still in its earlier stages, once regulations are finalized (tentatively set for Q3-2013), TitleSoft will have available the necessary educational Webinars and software updates to insure your organization will satisfy the new processing requirements.

### Next Issue

In the next issue of INTELLA TALK look for information on the new auto-invoice and auto-email generation features, associated with INTELLAclose file events.



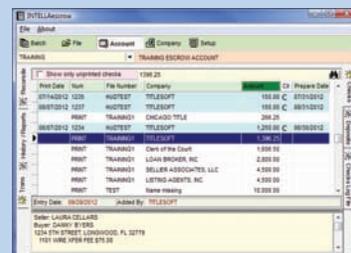
## MOST WANTED

### Help Desk Answers

#### Escrow:

Have you ever needed to find a check or deposit and you don't know what file it is in?

*Go to Account – Trans – Checks.* Click on the Amount header column and type the amount of the check in the yellow box. This will find the transaction and identify the file number.



#### INTELLAclose:

Do you want your agent address to print on page 1 of the HUD?

*Go to Setup – INTELLAclose – Documents – Preferences.*

Click on the box "Print closing agent address on HUD Page 1"

